



Notice of 26th Annual General Meeting Byco Petroleum Pakistan Limited



Notice is hereby given that the 26th Annual General Meeting ("Meeting") of Byco Petroleum Pakistan Limited will be held on **Thursday, 22nd October 2020 at 12:15 pm**, to transact the following ordinary business:

- To confirm the minutes of the Extraordinary General Meeting of the Company held on 2nd April 2020.
- To receive, consider and adopt the audited unconsolidated and consolidated financial statements for the financial year ended 30th June 2020, together with the Directors' and Auditors' reports thereon.
- To re-appoint Messrs EY Ford Rhodes, Chartered Accountants, as the auditors for the financial year 2020-21 and to fix their remuneration.
- To transact any other business with the permission of the Chair.

Please note that due to the current situation caused by the COVID-19 pandemic, members shall be entitled to attend the meeting through video conference facility managed by the Company as per the instructions given in the Notes section.

By Order of the Board

Majid Muqtadir
Company Secretary

23rd September 2020
Karachi

NOTES:

Closure of Share Transfer Books

The Register of Members and the Share Transfer Books of the Company will remain closed from Wednesday, 14th October 2020 until Thursday, 22nd October 2020 (both days inclusive). Only persons whose names appear in the Register of Members of the Company as on Tuesday, 13th October 2020, are entitled to attend, participate in, and vote at the Meeting.

Participation in the Meeting

Individuals should be account holder(s) or sub-account holder(s) and their registration details should be uploaded according to CDC regulations. Unless provided earlier, corporate entities must produce a certified copy of a resolution of their Board of Directors or a Power of Attorney, bearing the specimen signature of the attorney.

Due to the current COVID-19 situation, the Meeting proceedings shall be held via video conference facility only. Members interested in participating in the Meeting are requested to share the below information at company.secretary@byco.com.pk for their appointment and proxy verification by or before Monday, 19th October 2020. In order to attend the Meeting through video conference facility, the members are requested to get themselves registered as per the below format:

Full Name	Folio / CDC No.	CNIC Number	Registered Email Address	Cell Number

Video conference link details and login credentials will be shared with those members whose registered emails containing all the particulars are received on or before Monday, 19th October 2020. Members can also provide their comments and questions for the agenda items of the Meeting at company.secretary@byco.com.pk or at the registered address of the Company on or before Monday, 19th October 2020.

For Appointing Proxies

A member entitled to attend and vote may appoint another member as proxy to attend and vote on his / her behalf, however, for the purpose of E-Voting a non-member may also be appointed and act as proxy. Proxies must be received at the registered office of the Company not less than 48 hours before the time for holding the Meeting. [A Form of Proxy is available at the Company's website www.byco.com.pk](http://www.byco.com.pk).

The proxy form must be attested by two persons whose names, addresses and CNIC numbers must be specified therein. Attested copies of the CNIC or passport of the beneficial owner and the proxy must be provided along with the Form of Proxy.

Dividend Bank Mandate

Members may authorize the Company to credit his / her future cash dividends directly into his / her bank account. Members who would like future cash dividends to be credited directly into their bank accounts should provide details of their bank mandate specifying: (i) title of account, (ii) bank account number, (iii) IBAN number, (iv) bank name, (v) branch name, code & address, (vi) folio number of member, (vii) cellular/landline number of member, and (viii) CNIC / NTN number (attach copy); to the Company's Share Registrar, FAMCO Associates (Private) Limited.

Members holding shares in CDC accounts should update their bank mandates, if any, with the respective participants.

Intimation of Change of Address and Zakat Declaration

Members holding share certificates should notify any change in their registered address and, if applicable, submit their Non-Deduction of Zakat Declaration Form to the Shares Registrar.

Members holding shares in CDC / participant accounts should update their addresses and, if applicable, submit their Non-Deduction of Zakat Declaration Form to the CDC or the respective participants / stockbrokers.

Submission of CNIC Copies

A list of members who have not submitted copies of their CNICs be viewed at the Company's website www.byco.com.pk.

The Notice of Meeting has been placed at the Company's website www.byco.com.pk in addition to its dispatch to the members.